

**Minutes
Personnel Review Commission
August 13, 2013**

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TOWN CLERK
MIDDLETOWN, OH

LOCATION: Municipal Building Room 208

COMMISSIONERS PRESENT: Councilwoman Hope Kasper, Chairwoman
Councilwoman Deborah Kleckowski
Councilwoman Mary Bartolotta

STAFF PRESENT: Kathleen Morey, Director of Human Resources
Kori Wisneski, Deputy General Counsel

PUBLIC PRESENT: Bill Russo, Director of Public Works, Damon Braasch,
Assessor, Christine Bourne, President Local #466, Tony
Lepore, Business Agent-Teamsters Local #671, Roger
Palmer and Linda Bettencourt.

1. Meeting Called to Order by Councilwoman Kasper

The regular monthly meeting was called to order at 7:02 p.m. by Councilwoman Kasper.

2. Approval of Minutes

The minutes of the regular meeting held on July 9, 2013 were approved as submitted on a motion made by Councilwoman Kleckowski.

3. Public Hearing

Councilwoman Kasper opened the public hearing at 7:04 p.m.
Damon Braasch spoke in support of the appointment of Roger Palmer to the Deputy Tax Assessor position stating that Roger has worked for larger Cities, he has GIS experience and was the best qualified candidate. Christine Bourne offered her congratulations to Roger Palmer and to Linda Bettencourt on the pending appointments. Christine also spoke to the pending mergers of the Parks Maintenance into the Public Works Departments. She stated that Local #466 has been meeting with the administration but at this time there has been no agreement and she is asking that the merger be delayed.
Councilwoman Kasper closed the public hearing at 7:20 p.m.

4. New Business

A. Vetting of Deputy Assessor Candidate:

After a question and answer period with candidate Roger Palmer, Councilwoman Kleckowski made the motion to move forward to Council for its September 3rd meeting with approval for the appointment of Roger Palmer to the Deputy Assessor position. The Motion was seconded by Councilwoman Bartolotta and passed by unanimous vote.

B. Vetting of Town & City Clerk Candidate:

After a question and answer period with candidate Linda Bettencourt, Councilwoman Kleckowski made the motion to move forward to Council for its September 3rd meeting with

approval for the appointment of Roger Palmer to the Deputy Assessor position. The Motion was seconded by Councilwoman Bartolotta and passed by unanimous vote.

C. Merger of the Parks Maintenance division with the Public Works Department:

Deputy Counsel Wisneski gave a summary of the affected positions stating that the merger includes the elimination of the Park Maintainer IV, adding one Park Maintainer III which includes an upgrade to salary grade 8 and some minor changes to the other job descriptions.

1. Director and Deputy Director of Public Works: Councilwoman Kleckowski made a motion, seconded by Councilwoman Bartolotta to move forward with approval to the Council meeting on September 3, 2013. The Motion passed by unanimous vote.
2. Superintendent of Parks: Discussion concerning impact bargaining with the union. Deputy General Counsel stated that we have had discussions with Local #466. Tony Lepore stated that Teamsters' is in agreement with this merger. Councilwoman Kleckowski stated she doesn't want to move forward without the MOU's signed. Councilwoman Bartolotta made a motion, seconded by Councilwoman Kasper to move forward with approval to the Council meeting on September 3rd. The motion passed on a 2-1 vote with Councilwoman Kleckowski voting nay.
3. Park Maintainer IV: Councilwoman Bartolotta made a motion, seconded by Councilwoman Kasper, to eliminate the Park Maintainer IV position. The motion passed with 2 yay votes and an abstention from Councilwoman Kleckowski.
4. Park Maintainer III: Councilwoman Bartolotta made the motion to approve the Park Maintainer III at a salary grade 8 and forward to Council for its approval at the meeting of September 3rd. The motion was seconded by Councilwoman Kleckowski and passed by unanimous vote.
5. Park Maintainer I & II: Councilwoman Kleckowski made the motion, seconded by Councilwoman Bartolotta to move forward to Council with approval of the recommended changes. The motion passed by unanimous vote.
6. Master Mechanic: Councilwoman Bartolotta made the motion, seconded by Councilwoman Kleckowski to move forward with changes, as proposed with approval. The motion passed by unanimous vote.
7. Clerk-Parks Maintenance Garage: Councilwoman Bartolotta made the motion, seconded by Councilwoman Kleckowski to move forward with changes, as proposed with approval. The motion passed by unanimous vote.

D. Merger of Recreation and Senior Services Departments into Recreation & Community Services Department:

1. Director of Recreation & Community Services: Councilwoman Bartolotta made the motion to forward to Council with the recommendation to approve as an exempt position. The motion was seconded by Councilwoman Kleckowski and passed by unanimous vote.
2. Manager of Recreation Services, Lead Recreation Supervisor, Recreation Supervisor & Outreach Specialist and Recreation Supervisor: Councilwoman Bartolotta made the motion to approve these positions and move forward to Council at its meeting September 3rd, with the caveat that the current budget analyst position will note responsibility for senior services. The motion passed by unanimous vote.
3. Senior Services Specialist: Councilwoman Bartolotta made the motion, seconded by Councilwoman Kleckowski, to move forward with approval to Council at its meeting of September 3rd. The motion passed by unanimous vote.
4. Senior Services Coordinator: Councilwoman Bartolotta made the motion, seconded by Councilwoman Kleckowski, to move forward with approval to Council at its meeting of September 3rd. The motion passed by unanimous vote.
5. Clerk – Parks & Recreation: Councilwoman Kleckowski made the motion, seconded by Councilwoman Bartolotta, to move forward to Council at its meeting of September 3rd with approval, as amended to the job title. The motion passed by unanimous vote.

6. Custodian/Program Aide: Councilwoman Bartolotta made the motion, seconded by Councilwoman Kleckowski, to move forward with approval to Council at its meeting of September 3rd. The motion passed by unanimous vote.
7. Senior Services Director: Councilwoman Kleckowski made the motion to approve the elimination of the Senior Services Director job description from the classified plan. The motion passed by unanimous vote.

5. Vacancy Reports

Report dated August 9, 2013 was received and reviewed. No action required.

6. Monthly Claims Report

Councilwoman Kasper stated that there were only five claims reported and she believes that with the new policy in place we are doing better.

7. Old Business

None

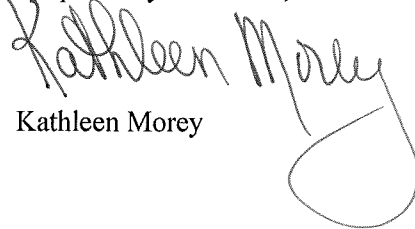
8. Other

The Chairwoman stated that the next regular meeting in September is primary election day and the meeting of September 10th would need to be cancelled.

Adjournment

Councilwoman Kleckowski made a motion to adjourn. The meeting was adjourned at 9:05 p.m.

Respectfully submitted,


Kathleen Morey